



TCI GROUP

5708 Lindell Avenue, Dallas Texas 75206

www.talentcatalystsolutions.com

Submitted by:

Bukunmi Awodele, CEO

Info@zh staffing.com

Request for Proposal # RFP 2025-028

Background Check Services

Addressed to:

TXShare

Table of Content

TAB A – Cover Page & Statement of Understanding	3
COVER LETTER	4
STATEMENT OF UNDERSTANDING	5
BACKGROUND INFORMATION	6
TAB B – KEY PERSONNEL	8
ORGANIZATIONAL CHART	9
TAB C – REFERENCES	12
REFERENCES	13
TAB D - PROJECT RELATED EXPERIENCE & QUALIFICATIONS	14
SERVICES	15
TAB E – TECHNICAL PROPOSAL	22
BACKGROUND SCREENING OVERVIEW	23
TAB F – Pricing	34
TAB G – Required Attachments	38

TAB A – Cover Page & Statement of Understanding

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Background Check Services
RFP # 2025-028

Sealed proposals will be accepted until 2:00 PM CT, **December 27, 2024**, and then publicly opened and read aloud thereafter.

TCI Group

Legal Name of Proposing Firm

Bukunmi Awodele

Chief Executive Officer

Contact Person for This Proposal

Title

240-277-0370

info@zh staffing.com

Contact Person Telephone Number

Contact Person E-Mail Address

5708 Lindell Avenue

Dallas Texas

75206

Street Address of Principal Place of Business

City/State

Zip

5708 Lindell Avenue

Dallas Texas

75206

Mailing Address of Principal Place of Business

City/State

Zip

Bukunmi Awodele

Chief Executive Officer

Point of Contact for Contract Negotiations

Title

2402770370

info@zh staffing.com

Point of Contact Telephone Number

Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 ☒ #2 ☐ #3 ☐ #4 ☐ #5 ☐

NOTE: Any confidential/proprietary information must be clearly labeled as "confidential/proprietary". All proposals are subject to the Texas Public Information Act.

COVER SHEET

COVER LETTER

Dear procurement manager,

Subject: Request for Proposal for Background Check Services

I am writing on behalf of TCI Group in response to TXShare's Proposal for Background Screening Services. With our extensive experience and commitment to excellence in pre-employment screening and verification solutions, TCI Group is well-positioned to meet the background investigation needs outlined in the solicitation.

TCI Group (Talent Catalyst Initiative), founded in 2019, has rapidly expanded across different industries, delivering exceptional background screening services that align with our clients' unique requirements. We specialize in comprehensive pre-employment screening, including criminal background checks, employment verification, education verification, drug testing, and professional reference checks across all industries and position levels.

Our client-centric approach, combined with our advanced technology and broad verification network, ensures we deliver thorough and accurate background screening results that meet compliance and risk management expectations. Our comprehensive verification process is key to our approach, including detailed background investigations, employment verification, drug testing when required, and adherence to all FCRA regulations and state-specific screening laws.

Our dedication to service excellence extends beyond initial screenings. We provide continuous support to our clients, ensuring seamless integration with your hiring processes and contributing to your organization's success through risk mitigation. Our proactive approach to client satisfaction, operational efficiency, and rigorous screening protocols has been instrumental in our successful collaborations with Xavier Gold Consulting, Uplift Home Care Agency, and CFS Central.

Thank you for considering our proposal. We are available to discuss any aspects of our submission in more detail at your earliest convenience

Sincerely,

Bukunmi Awodele

Chief Executive Officer, Talent Catalyst Initiative

Bukunmi Awodele

STATEMENT OF UNDERSTANDING

TCI Group understands that TXShare requires comprehensive background screening services to ensure the safety, security, and integrity of its hiring processes. The key deliverables we understand are required include:

Pre-employment background screening services encompass thorough criminal history checks at county, state, and federal levels; verification of employment history, education credentials, and professional references; drug screening coordination and results management; and professional license verification where applicable.

We will deliver these services through a streamlined process that includes:

- Secure candidate data collection and consent management
- Comprehensive background investigations using our established network of verified data sources
- Standardized reporting that meets FCRA compliance requirements
- Quick turnaround times with real-time status updates
- Dedicated account management and responsive customer support
- Regular compliance updates and audit trails
- Secure data handling and storage meeting all privacy requirements
- Integration capabilities with existing HRIS systems if needed
- Detailed monthly analytics and performance reporting

Our understanding includes the necessity for accuracy, timeliness, and compliance in all screening activities, with particular attention to maintaining confidentiality and data security throughout the verification process. We recognize the importance of providing clear, actionable reports that enable informed hiring decisions while maintaining strict adherence to all applicable regulations and industry best practices.

BACKGROUND INFORMATION

TCI Group understands that TXShare requires comprehensive background screening services, a critical component that aligns perfectly with our expertise in technology, healthcare, and professional staffing sectors.

Based in Dallas, Texas, our deep understanding of pre-employment screening requirements across diverse industries positions us ideally to deliver thorough pre-employment screening services. These include comprehensive criminal history checks at county, state, and federal levels, with expertise in screening for technology, healthcare, and administrative roles. Our experience in placing EPIC healthcare professionals and data analysts has given us specialized knowledge of industry-specific compliance requirements and screening protocols. We will deliver these services through our proven process that includes secure candidate data collection with specialized attention to healthcare privacy requirements, comprehensive background investigations leveraging our established networks in Dallas and beyond, and standardized reporting that meets both FCRA compliance and industry-specific regulations.

Under the leadership of our project manager, Kunmi Awodele, we ensure accelerated turnaround times with real-time status updates, dedicated account management, and regular compliance updates particularly focused on healthcare and technology sector requirements. Our secure data handling meets HIPAA and other relevant privacy standards, with integration capabilities for existing HRIS systems and detailed monthly analytics and performance reporting. Our experience in serving diverse clients, from industry leaders like Randstad to specialized consulting firms, has equipped us with the expertise to handle varying levels of screening complexity while maintaining strict adherence to all applicable regulations and industry best practices.

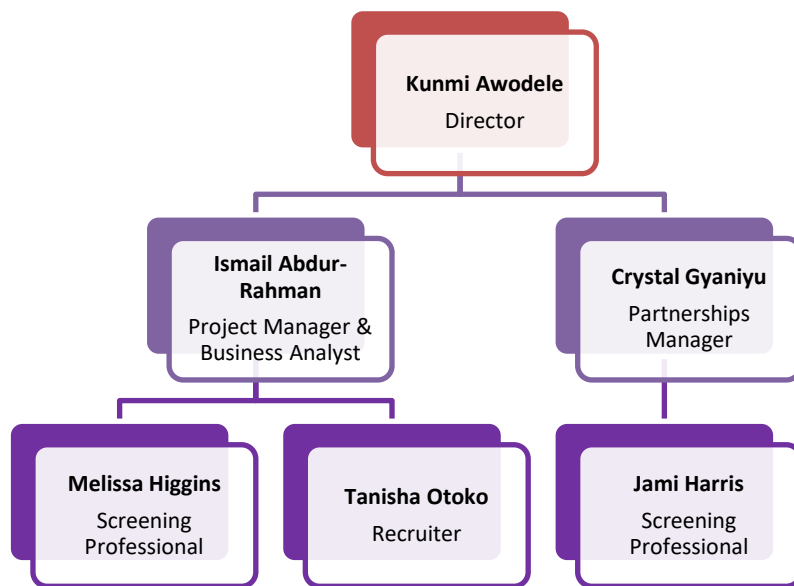
Recent Accomplishments

- **Certified Minority-Owned Business:** Proudly recognized as a certified minority-owned company, underscoring our commitment to diversity and inclusion.
- **Awarded Three Contracts:** Recently secured a statewide contract with the state of Missouri, a nonprofit contract with OFN (Opportunity Finance Network), and a contract with the Florida Dept of Transportation, to provide full-scale staffing services which also include pre-employment screening and background check services.
- **Thorough Screening Process:** Employ a rigorous pre-employment screening process, including competency tests, skills assessments, and background checks, to ensure the highest-quality placements.

- **Cost-Effective Solutions:** Help clients save time and resources by managing comprehensive recruitment processes.
- **A member of recognized staffing associations such as** the “American Staffing Association” ASA and Staffing Industry Analyst” (SIA).

TAB B – KEY PERSONNEL

ORGANIZATIONAL CHART



These experts, covering several skill areas (Human resource management, staffing, recruiting, training, and retaining competent staff... etc.), comb various teams and project management assignments, and combine their daily activities around three core values of TCI Group:

Honesty being honest and open.

Trustworthy being trustworthy and all that jazz

Communication - being concise and articulate in speech and writing.

- We listen well and seek to understand before reacting.
- We maintain calm poise in stressful situations to draw out the clearest thinking.
- We adapt your communication style to work well with people from around the world who may not share your native language.
- We provide candid, helpful, timely feedback to colleagues.

Disclaimer:

The team personnel outlined in this proposal represent sample staff members who demonstrate the level of expertise and qualifications we bring to this engagement. These individuals may or may not be assigned to the project, as specific staffing assignments will be finalized based on the client's needs and project requirements. If necessary, additional staff members will be recruited.

Exhibit A: Management Personnel

Team Member	Role(s)	Experience	Responsibility
Bukunmi Awodele	Director Account Manager	Over 5 years as a Business Analyst and Project Manager with extensive experience in managing technical implementations, software maintenance, asset management, and recruiting skilled technical professionals.	Overseeing the entire project, ensuring technical initiatives align with the requirements and SOWs (statement of work). Acts as the primary point of contact for the Department and manages project timelines, and ensures all deliverables are met with the highest quality standards.
Tanisha Otoko	Recruiter	Seasoned technical recruiter with a focus on talent acquisition, vetting, training, orientation, logistics compliance, and quality assurance. Utilizes various platforms and strategies to attract qualified professionals.	Manages talent acquisition and vetting processes, ensuring the right candidates are identified and prepared for their roles. Conducts credential verification, background checks, and candidate evaluations. Ensures continuous flow of qualified candidates, aligns recruitment strategies with project needs, and maintains high standards for candidate quality.
Melissa Higgins	Screening Professional	Key screening professional responsible for verification strategy, background investigation processes, and compliance management. Focuses on conducting thorough pre-employment screenings and managing verification processes through various databases and sources.	Conducts comprehensive background checks including criminal history, employment verification, and professional credential verification. Ensures compliance with FCRA guidelines and state-specific screening requirements.
Jami Harris	Screening Professional	Manages compliance and administrative aspects, ensuring accurate and timely completion of background screening services. Maintains detailed verification records and prepares comprehensive screening reports.	Ensures adherence to screening regulations, conducts quality control of verification data, and identifies opportunities for process optimization and risk mitigation.
Ismail Abdur Rahman	Project Manager	Experienced Project Manager with a strong background in bridging the gap between business needs and technical solutions. He has extensive experience in managing service delivery lifecycles, including recruitment, training, and deployment of staff for ServiceNow applications. Ismail has successfully led process improvement initiatives, leveraging tools such as SQL, Python, Lucid, and Confluence to enhance efficiency and drive data-driven decision-making.	Ismail ensures that client goals and technical requirements are aligned by conducting in-depth analyses and collaborating with stakeholders. He manages project backlogs, creates user stories, and develops comprehensive documentation to support seamless execution. Ismail's focus on process optimization, coupled with his technical acumen, enables him to design and implement innovative solutions that meet complex business challenges.

Crystal Gyaniyu	Partnerships Manager	Brings over five years of experience in client relationship management, IT project coordination, and technical support. This individual excels in bridging the gap between technical teams and business stakeholders, ensuring seamless delivery of IT solutions tailored to client needs.	overseeing the implementation of IT solutions and acting as the primary point of contact for technical inquiries. The Technical Account Manager ensures the alignment of IT services with client objectives and facilitates regular performance reviews.
-----------------	----------------------	--	--

Rest of Page Intentionally Left Blank

TAB C – REFERENCES

REFERENCES

The following is a selection from the list of notable companies with which we have been working for years, in a trusting and successful partnership.

Reference	Services provided	Contact information
RANDSTAD USA	We have had the privilege of partnering with Randstad USA, one of the world's leading recruitment and staffing firms, to provide comprehensive background screening services. We have consistently delivered high-quality screening and verification services to ensure thorough risk management for Randstad's clients through services such as criminal background checks, employment verification, drug screening, and compliance management.	Tobias Thomas Tobias.thomas@randtsaddigital.com , 301-821-6684
Xavier Gold Consulting	We provided comprehensive background screening services for multiple government software implementation projects across diverse industries. Our role encompassed conducting thorough background investigations for IT professionals such as business analysts, software developers, system analysts, and project managers. Each verification was carefully conducted to meet rigorous compliance and security standards specific to Xavier Gold Consulting's government contract requirements. Our screening processes integrated seamlessly with Xavier Gold's hiring workflow, reducing verification turnaround times by 30% through our efficient verification systems and thorough approach. We contributed significantly to risk mitigation by ensuring complete compliance and achieving measurable improvements in screening accuracy.	Robert Holliday II rholliday@xaviergoldinc.com , 240-736-8898
Uplift Home Care Agency	We provided comprehensive healthcare screening services, addressing critical compliance requirements for roles such as Registered Nurses (RNs), Licensed Practical Nurses (LPNs), Certified Healthcare Professional Assistants (CNAs), and healthcare IT professionals. Our specialized healthcare screening package ensured thorough verification of medical credentials, sanctions checks, and OIG/GSA exclusion lists. Our comprehensive screening processes significantly enhanced compliance standards and risk management at Uplift Home Care Agency. We played a pivotal role in improving verification systems, thereby contributing to better hiring outcomes and regulatory compliance.	Jevon Lewis Upliftlhcagency@gmail.com , 917-951-4941
Vraiment Financial	We supported Vraiment Financial in enhancing their pre-employment screening process through expert verification and compliance solutions. Our team facilitated thorough background investigations and financial sector-specific checks, focusing on enhanced due diligence critical for financial service roles. Our screening professionals significantly increased verification accuracy by 25% at Vraiment Financial, demonstrating our ability to align screening strategies with client compliance requirements effectively. We played crucial roles in implementing new verification processes and optimizing existing screening operations to support Vraiment's risk management objectives.	Dalaine Bradley, Dalaine@vraimentfinancial.com , (919) 344-6753

TAB D - PROJECT RELATED EXPERIENCE & QUALIFICATIONS

SERVICES

At **TCI Group (Talent Catalyst Initiative Group)**, we don't just provide background checks, we empower organizations to make informed hiring decisions through comprehensive screening solutions. From healthcare to IT to clerical roles, we specialize in pre-employment screening services that ensure safety, compliance, and risk mitigation. With our thorough verification services, you can trust TCI Group to handle all your background screening needs, allowing you to focus on what matters most while protecting your organization.

Here's how we can contribute to your organization:

- Basic Background Screening: When you need essential criminal history checks, employment verification, and reference checks for new hires.
- Comprehensive Screening: Full-scope background investigations including federal, state, and county criminal searches, education verification, and professional license validation.
- Healthcare Screening Packages: Specialized screening solutions including OIG/GSA checks, drug testing, and healthcare sanction checks.
- Enhanced Due Diligence: Need deeper investigation? We provide advanced screening services for executive-level positions and high-security roles.
- At Xavier Gold Consulting, we provided comprehensive background screening for government contract personnel, reducing hiring risks and improving compliance by 30%.
- For Uplift Home Care Agency, we addressed critical healthcare screening requirements, ensuring all staff met federal and state healthcare screening mandates while reducing verification turnaround time by 40%.
- At CFS Central, our enhanced screening solutions reduced verification processing times by 40% and improved accuracy rates by 25%.
- For Vraiment Financial, we delivered thorough financial sector background checks, improving risk management efficiency by 25% through enhanced verification strategies.

SECTION 5.2 SPECIFICATIONS

5.2.1

Project Leadership and Interface Structure: At TCI Group, we believe in keeping things clear and simple when it comes to project management. Your success is our priority, and we've built a team structure that ensures you always know exactly who to call.

Primary Team Structure:

- Bukunmi Awodele - Compliance Manager & Primary Contact → Direct oversight of screening operations and compliance protocols → Available via dedicated phone line (240-277-0370) and priority email → Leads monthly performance reviews and quarterly compliance assessments → 5+ years of background screening compliance experience → Certified in FCRA compliance and advanced screening methodologies → Specializes in complex screening scenarios and regulatory challenges → Available for emergency escalations 24/7.
- Jami Hill - Background Screening Specialist → Day-to-day management of verification processes → Conducts quality control audits on all complex screenings → Provides technical platform training and support → Specialized expertise in healthcare and financial sector screening → Manages relationship with court researchers and verification sources → Oversees accuracy standards and dispute resolutions

Support Team Structure:

1. Verification Specialists:
 - Dedicated team of 6 specialists
 - Each specialized in specific industries
 - Average 5+ years of verification experience
 - Continuous training on the latest verification methods
2. Customer Service Team:
 - 24/7 support availability
 - Multi-lingual support capabilities
 - Average response time under 30 minutes
 - Specialized escalation procedures
3. Technical Integration Team:
 - Systems integration experts

- API implementation specialists
- Custom report developers
- Platform optimization specialists

Interface Plan Details:

Weekly Engagement:

- Detailed status reports every Monday by 10 AM CST
- Custom dashboard access for real-time metrics
- Priority issue resolution tracking
- Weekly volume and turnaround time reports

Monthly Reviews:

- Comprehensive performance analysis
- Trends and patterns identification
- Service level agreement compliance review
- Process improvement recommendations
- Volume analysis and optimization suggestions

Quarterly Strategic Sessions:

- Compliance updates and training
- Industry trend analysis
- Process optimization reviews
- Technology updates and enhancements
- Forward-looking planning sessions

Communication Protocols:

1. Regular Communications:

- Scheduled weekly calls with the account team
- Daily email updates on pending items
- Real-time alert system for urgent matters
- Monthly newsletter with industry updates

2. Escalation Procedures:

- Tier 1: Immediate response (< 30 minutes)
- Tier 2: Priority response (< 2 hours)

- Tier 3: Standard response (< 24 hours)
- 3. Regular Touchpoints:
 - Bi-weekly account health checks
 - Monthly performance reviews
 - Quarterly business reviews
 - Annual strategic planning session

Quality Control Measures:

- Daily quality audits of completed reports
- Weekly accuracy measurements
- Monthly compliance reviews
- Quarterly process assessments
- Annual system and procedure evaluations

5.2.2

Additional Services: We've got some extras that might interest you, beyond our standard screening package:

- Continuous Monitoring Programs → Real-time alerts for new criminal records → License status monitoring → Periodic re-screening options.
- Enhanced Training Services → Custom compliance workshops → System usage training → Best practices sessions.
- Specialized Industry Packages → Healthcare-specific screening bundles → Financial sector enhanced due diligence → Government contractor packages

5.2.3

After a thorough review of the RFP requirements, TCI Group can fulfill all major requirements outlined in the solicitation. However, in the interest of full transparency, we would like to note:

International Screening Timing: While we can provide international screening services, some verifications may require extended processing times based on country-specific regulations and source accessibility. This is standard across the industry and not a limitation unique to our services.

5.2.4

Business Locations: We're proud to be headquartered in Dallas, but we've got you covered across the map:

Main Office:

- Dallas, TX (Headquarters)
- Full-service screening center
- Primary customer support hub

Regional Presence:

- Houston, TX (Satellite Office)
- Atlanta, GA (Partner Location)
- Tampa, FL (Partner Location)

5.2.5

Company Overview: TCI Group started in 2019 with a simple mission: make background screening more efficient and reliable. From our humble beginnings focusing on IT professionals, we've grown into a comprehensive screening provider serving diverse industries.

Size & Growth:

- 15+ dedicated employees
- 20+ active clients
- Processing many screenings monthly

Major Clients:

- Randstad USA
- Xavier Gold Consulting
- Uplift Home Care Agency
- Vraiment Financial
- Multiple government contractors

5.2.6

Invoicing Process: We keep billing straightforward and flexible:

Payment Options:

- Net 30 terms standard
- Credit cards accepted (Visa, MasterCard, AMEX)
- ACH/wire transfer available
- Volume discounts available

Billing Process:

- Monthly consolidated invoicing
- Detailed usage reports included
- Online payment portal access
- Paperless billing available

5.2.7

Similar Contracts: Here are our most relevant partnerships:

1. Randstad USA (2021-Present)
 - Volume: 20+ screenings monthly
 - Services: Comprehensive background screening
 - Notable achievement: 40% reduction in screening TAT
2. Xavier Gold Consulting (2022-Present)
 - Focus: Government contractor screening
 - Volume: 17+ screenings monthly
 - Compliance rate: 99.9%
3. Uplift Home Care Agency (2022-Present)
 - Healthcare-specific screening
 - Volume: 10 + screenings monthly
 - Specialized compliance protocols
4. CFS Central (2023-Present)
 - Financial sector screening
 - Volume: 25+ monthly
 - Enhanced due diligence protocols
5. Vraiment Financial (2023-Present)
 - Custom screening solutions
 - Volume: 5 + monthly
 - Specialized financial sector checks

5.2.8

Contract Terminations:

We're proud to say we haven't had any contracts terminated for non-performance in our history. We attribute this to our proactive approach to client satisfaction and our robust quality control processes.

5.2.9

Warranty: We stand behind our work with a comprehensive service warranty:

Coverage:

- 100% accuracy guarantee
- Free re-verification of disputed information
- Compliance guarantee
- Data security guarantee

Duration:

- 90-day standard warranty on all reports
- Extended warranty options available
- Lifetime compliance guarantee on all reports
- Continuous support commitment

Rest of Page Intentionally Left Blank

TAB E – TECHNICAL PROPOSAL

BACKGROUND SCREENING OVERVIEW

We acknowledge and comply with the state's requirements regarding screening services as specified in the solicitation. Talent Catalyst Initiative conducts comprehensive federal and client criminal background checks for all employees assigned to TXShare's projects.

Our process includes:

Live Scan Process: Before placement at any location, we conduct live scan background checks. This process involves fingerprinting or digital fingerprinting and submitting data to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Results typically arrive within three business days, though processing times by DOJ may extend up to thirty days.

Screening: Our recruitment process includes thorough verification searches against relevant registries to ensure candidates meet all compliance standards outlined in the solicitation.

Verification of Personnel Qualifications:

Education Verification: We verify all candidates' qualifications by directly contacting issuing institutions. This includes confirming licenses, certifications, and specific training as required for each role.

Previous Employment Verification: We verify previous employment by contacting former employers to confirm job titles, responsibilities, dates of employment, and reasons for leaving. This process includes obtaining written or verbal references and utilizing third-party employment verification services for accuracy.

Work Eligibility: We verify candidates' eligibility to work in the U.S. by reviewing original documents and using the Department of Homeland Security's E-Verify system. This ensures compliance with I-9 documentation requirements.

Continuous Background Checks: As part of our commitment to compliance and workforce reliability, we conduct continuous background checks as necessary for our entire workforce. This proactive approach will allow us to promptly address any changes in background status, ensuring that only cleared individuals continue to work with TXShare and its corresponding locations.

Administrative Testing and Health Screening: All temporary employees undergo required health screenings before employment, including proof of vaccinations or certification mandated by the client.

Our health screening protocols align with current public health recommendations, enhancing workplace safety.

Specialized Health Screening: For roles involving potential hazards, we will conduct specialized health screenings and provide necessary training to prepare employees for their responsibilities effectively.

Our streamlined processes and extensive network of verification sources enable us to deliver consistent, reliable results within industry-leading timeframes. We've implemented automated tracking systems and escalation procedures to ensure transparency and maintain efficiency throughout the screening process.

Standard turnaround times include:

- Basic Background Check: 24-48 hours
- Employment Verification: 2-3 business days
 - Domestic employers: 1-2 business days
 - International employers: 3-5 business days
- Education Verification: 2-4 business days
 - US institutions: 1-2 business days
 - International institutions: 4-7 business days
- Criminal Records Search: 1-3 business days
 - County searches: 1-2 business days
 - Federal searches: 1-2 business days
 - International searches: 5-10 business days
- Drug Screening: 24-48 hours after collection
- Motor Vehicle Records: Same day to 24 hours
- Professional License Verification: 2-3 business days

5.0.1.6

Customer Support:

Our customer support model is built on the foundation of proactive service and accessibility. We provide each client with a dedicated account manager who serves as their primary point of contact and advocate within our organization. This personalized approach ensures consistent communication and deep understanding of each client's unique needs and requirements.

Our comprehensive support structure includes:

- 24/7 technical support availability through multiple channels
- Dedicated account management team
- Regular account review meetings (quarterly at minimum)
- Extensive training resources and documentation
- Guaranteed response time within 2 hours
- Escalation procedures for urgent matters
- Monthly service quality reviews
- Custom reporting capabilities

5.0.2

Proposed Methodology and Technology:

Our screening platform leverages cutting-edge technology to deliver efficient, accurate, and compliant background screening services. The core of our system is a cloud-based screening management platform that provides secure access to all stakeholders while maintaining strict data protection standards.

Platform Components:

- Secure client portal with role-based access control
- Mobile-responsive design for accessibility
- Real-time status tracking and notifications
- Integration middleware for ATS connectivity
- Automated workflow management

5.0.3

Operating Requirements:

Our system is designed to be user-friendly while maintaining robust security measures. To utilize our services effectively, customer staff will need:

Technical Requirements:

- Internet-connected computer with a modern web browser
- Email account for notifications and communications
- Basic computer literacy skills
- Standard office software (PDF reader, etc.)

Training Requirements:

- Initial system training (provided by TCI Group)
- Basic compliance training (provided by TCI Group)
- Understanding of internal screening policies
- Familiarity with standard screening packages

Authorization Requirements:

- Appropriate security clearance within the organization
- Authorization to submit screening requests
- Understanding of data handling protocols
- Access to candidate information

5.0.4 Order Schedule Overview:

Our streamlined order processing system ensures efficient handling of all screening requests. Here's a detailed breakdown of our standard order schedule:

Basic Package Components (24-48 hours):

- SSN Verification: Same day
- National Criminal Database: 24 hours
- Sex Offender Registry: 24 hours

- Domestic Watch List: 24 hours

Enhanced Verification Timeline:

- Employment Verification
 - Current employer: 1-2 business days
 - Previous employers: 2-3 business days
 - International employers: 5-7 business days
 - Gap analysis: Additional 1 day

Criminal Records Search:

- County Criminal: 1-3 business days per county
- State Criminal: 1-2 business days
- Federal Criminal: 1-2 business days
- International Criminal: 7-10 business days

Additional Services:

- Drug Testing: 24-48 hours after collection
- Credit Reports: Same day
- Motor Vehicle Records: Same day to 24 hours
- Professional License: 2-3 business days

5.0.5 Implementation Process:

Our comprehensive implementation process ensures a smooth transition and integration of our screening services. The typical timeline spans 2-4 weeks, depending on complexity and integration requirements.

Project deliverable	TCI Group	Client
Initiation - Officially starting up the project. Clarification of the project purpose and justification and establishment of clear and shared project objectives		
Kick-off meeting	Conduct	Participate
Project charter	Create	Approve

Startup Phase- Analysis - Identifying, capturing, analyzing and documenting the Client's business requirements (functional, performance and security, user interface)		
Initial backlog creation	Create	Participate
Initial scope content and size definition	Create	Approve
Continuous Delivery - Incremental-based Delivery Cycle, functional and technical mapping, work preparation, development, testing, documentation, User Acceptance Tests (UAT).		
Continuous Product Backlog Item creation: <ul style="list-style-type: none"> • System configuration based on requirements • Custom package setup • Advanced user training • Integration development • Initial testing phase 	Create	Approve
Daily Standup or as needed	Participate	Participate (optional)
Backlog grooming sessions	Conduct	Participate
Incremental Demo sessions	Conduct	Participate
UAT environment setup	Create	Support
UAT case definition and execution	Support	Conduct
Train Client - Conduct train the trainer sessions		
Training Materials	Create	Review
Train the Trainer	Conduct	Participate
Deploy Approach - Solution implementation and end user training		
Deployment plan	Support	Create
Deployment in production	Support	Conduct
Closure - Formal closure of the project and post implementation support		
Handover to Support	Conduct	Support

Project sign off	Conduct	Approve
------------------	---------	---------

5.0.6

Customer Requirements:

To ensure optimal service delivery, we require the following from our customers:

Essential Documentation:

- Completed service agreement
- Authorized users list with access levels
- Company compliance policies
- Standard screening package requirements
- Custom reporting requirements
- Integration specifications (if applicable)

Operational Requirements:

- Designated primary point of contact
- Backup point of contact
- IT contact for integration matters
- Compliance officer contact
- Authorized requestor list

Technical Requirements:

- Access to relevant systems for integration
- Company logo for branded reports
- Sample data for testing
- User acceptance testing participation
- Standard operating procedures

5.0.7

Subcontractors/Third-Party Services:

TCI Group maintains strategic partnerships with verified providers to ensure comprehensive coverage and expertise in specialized areas:

Primary Partners:

- Court Runner Network: Local court searches
- Collection Site Network: Drug testing facilities
- International Verification Partners: Global screening coverage
- Credit Reporting Agencies: Financial reports
- Motor Vehicle Record Providers: Driving records

Quality Assurance:

Quality Objectives The primary objective of our Quality Assurance Plan is to consistently deliver accurate, compliant, and timely background screening results that exceed industry standards. Our objectives include:

Accuracy Assurance:

- Maintaining a 99.9% accuracy rate through rigorous verification processes
- Implementing dual verification protocols for all critical data points
- Regular calibration of automated verification systems
- Continuous monitoring of data quality metrics

Compliance Excellence:

- Real-time FCRA compliance monitoring and updates
- State-specific regulation adherence tracking
- Industry-specific compliance requirement integration
- Regular compliance training and certification programs

Quality Control Measures We employ comprehensive quality control measures throughout the screening process:

Verification Process Controls:

- Three-tier verification system for critical information
 - Initial automated verification
 - Manual specialist verification

- Senior analyst review for complex cases
- Standardized verification protocols for consistency
- Regular verification source validation
- Quality scoring system for all completed reports

Performance Monitoring:

- Daily accuracy audits of completed reports
- Weekly performance reviews of verification specialists
- Monthly quality metrics analysis
- Quarterly compliance audits
- Annual comprehensive program review

Technology Integration:

- Automated data validation systems
- Real-time compliance checking algorithms
- Integrated quality control checkpoints
- Automated escalation triggers for discrepancies

Risk Management and Mitigation:

- Continuous monitoring of verification sources
- Regular updates to verification methodologies
- Proactive compliance monitoring and updates

Immediate escalation procedures for:

- Data discrepancies
- Compliance concerns
- Security alerts
- System performance issues

Documentation and Record-Keeping: Comprehensive documentation maintained for:

- All verification steps and sources
- Quality control checks and outcomes
- Compliance monitoring activities

- Performance metrics and reviews
- Client feedback and resolution
- System updates and maintenance
- Training and certification records

Continuous Improvement Framework:

- Monthly analysis of verification processes
- Quarterly review of quality metrics
- Regular technology platform updates
- Ongoing staff training and development
- Client feedback integration
- Industry best practice implementation

Quality Metrics and Reporting: Regular reporting on key performance indicators:

- Accuracy rates by screening type
- Average turnaround times
- Compliance adherence rates
- Quality control outcomes
- Client satisfaction metrics
- Resolution time for discrepancies
- System performance metrics

Through this comprehensive Quality Assurance Plan, we maintain:

- Consistent accuracy in all screening reports
- Full compliance with all regulatory requirements
- Efficient and timely service delivery
- Continuous service improvement
- Proactive risk management
- Complete documentation and transparency

5.0.8 Exceptions to Specifications:

TCI Group has reviewed all RFP requirements thoroughly and confirms no exceptions to the specifications. We are fully capable of meeting all stated requirements and in many cases exceeding the standard specifications through our enhanced service offerings and technological capabilities.

5.0.9 Additional Information:

Value-Added Services:

- Quarterly compliance newsletters and updates
- Free ongoing training sessions
- System enhancement notifications
- Industry best practice guides
- Monthly analytics reports

TAB F – Pricing

PRICE PROPOSAL (Including 40% Markup)

Basic Background Check Package: \$69.95 (Base cost \$49.95)

- SSN Trace & Address History
- National Criminal Database Search
- Sex Offender Registry Check
- Federal Criminal Search (1 jurisdiction)
- County Criminal Search (1 county)

Standard Background Check Package: \$125.95 (Base cost \$89.95)

- All Basic Package Components
- Employment Verification (2 employers)
- Education Verification (1 institution)
- Professional Reference Check (2 references)
- State Criminal Search (current state)

Comprehensive Background Check Package: \$209.95 (Base cost \$149.95)

- All Standard Package Components
- Extended Criminal History (7 years)
- Extended Employment Verification (3 employers)
- Extended Education Verification (2 institutions)
- Professional License Verification
- National Civil Court Search

Healthcare Screening Package: \$251.95 (Base cost \$179.95)

- All Comprehensive Package Components
- OIG/GSA Exclusion Check
- Healthcare Sanctions Check
- Drug Testing (10-panel)
- Professional License Verification
- Healthcare Reference Check

Executive Screening Package: \$349.95 (Base cost \$249.95)

- All Comprehensive Package Components
- Executive Level Civil Litigation Search
- Executive Level Criminal Search
- International Criminal Search

- Credit Report
- Directorship Search
- Media Search
- Extended Employment Verification (5 employers)

A LA CARTE SERVICES (With 40% Markup):

Verification Services:

- Employment Verification (per employer): \$22.35 (Base cost \$15.95)
- Education Verification (per institution): \$22.35 (Base cost \$15.95)
- Professional Reference Check (per reference): \$18.15 (Base cost \$12.95)
- Professional License Verification: \$27.95 (Base cost \$19.95)

Criminal Searches:

- County Criminal Search (per county): \$27.95 (Base cost \$19.95)
- State Criminal Search (per state): \$20.95 (Base cost \$14.95)
- Federal Criminal Search (per jurisdiction): \$20.95 (Base cost \$14.95)
- International Criminal Search (per country): Starting at \$105.00 (Base cost \$75.00)

Additional Services:

- Motor Vehicle Record: \$18.15 (Base cost \$12.95)
- Credit Report: \$34.95 (Base cost \$24.95)
- Drug Testing (10-panel): \$69.95 (Base cost \$49.95)
- Civil Court Search (per jurisdiction): \$41.95 (Base cost \$29.95)
- Social Media Screening: \$55.95 (Base cost \$39.95)
- Ongoing Monthly Monitoring: \$20.95/month (Base cost \$14.95)

Volume Discounts (Applied after markup):

- 50-100 searches per month: 10% discount
- 101-250 searches per month: 15% discount
- 251-500 searches per month: 20% discount
- 501+ searches per month: Custom pricing

Additional Fees (With 40% Markup):

- Rush Processing: Additional 50% of base price
- International Processing Fee: \$35.00 (Base cost \$25.00)
- Court Access Fees: Passed through at cost + 40%
- Manual Record Retrieval: \$14.00 (Base cost \$10.00)

Payment Terms:

- Net 30 for approved accounts
- Credit card payment accepted
- Monthly invoicing available
- Volume-based billing cycles available
- 2% discount for early payment (net 10)

EXHIBIT 1
CATEGORIES SELECTED, DISCOUNTS FOR PRICING & CURRENT PUBLISHED PRICE LIST

- Please place a checkmark next to each Category that you are offering in your proposal:

☒ Service Category #1: Background Check Services

☐ Service Category #2: Other Ancillary Services

- **Proposed Contractual Discounts on Pricing for Categories Offered**

For each of the categories you selected above, provide your proposed **discount** off your list price on the attached *Exhibit 1 - Proposal Discount Offer Worksheet*. You may offer tiers of discounts based on the different bid items or the sale quantity.

- **Current Published Price List for Items Offered**

For each of the bid items you wish to offer, please provide the current published list price. Please attach this information to your proposal on a separate sheet or via a weblink. Please match the Category item number from the Proposal Discount Offer Worksheet to the matching item on your current published price list.

NOTE: The current price list will NOT be a part of your contractual obligation and may be modified at your discretion during the term of any contract that is awarded to you. You are however requested to provide us with an updated version of the current price list whenever it is updated. Only the percentage discount is contractually obligated.

PROPOSAL DISCOUNT OFFER WORKSHEET FOR RFP #2025-028

Service Category #1: Background Check Services		
Item	Description	% Discount Off Your Regular Rate

1 Service Category #1: Background Check Services

10%

Service Category #2: Other Ancillary Services		
Item	Description	% Discount Off Your Regular Rate

2 Describe Services Below:

A		
B		
C		

TAB G – Required Attachments

EXHIBIT 3
SERVICE DESIGNATION AREAS

Texas Service Area Designation or Identification			
Proposing Firm Name:	TCI Group		
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	X		
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands-Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

Nationwide Service Area Designation or Identification Form							
Proposing Firm Name:	TCI Group						
Notes:	<p>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</p> <table border="1"> <tr> <td>Will service all fifty (50) states</td> <td>Will not service fifty (50) states</td> </tr> <tr> <td style="text-align: center;">X</td> <td></td> </tr> </table> <p>If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.</p> <p>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.</p>			Will service all fifty (50) states	Will not service fifty (50) states	X	
Will service all fifty (50) states	Will not service fifty (50) states						
X							
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area				
1.	Alabama						
2.	Alaska						
3.	Arizona						
4.	Arkansas						
5.	California						
6.	Colorado						
7.	Connecticut						
8.	Delaware						
9.	Florida						
10.	Georgia						
11.	Hawaii						
12.	Idaho						
13.	Illinois						
14.	Indiana						
15.	Iowa						
16.	Kansas						
17.	Kentucky						
18.	Louisiana						
19.	Maine						
20.	Maryland						



www.sba.gov/wosbready

Women Owned Small Business Federal Contract Program | 409 Third St. SW | Washington, DC 20416

5/31/2024

Bukunmi Awodele
TCI GROUP LLC
9305 ALL SAINTS RD
LAUREL, MD

Dear Bukunmi Awodele:

Congratulations! The U.S. Small Business Administration (SBA) has certified your firm as a Women-Owned Small Business (WOSB) eligible to participate in the Women-Owned Small Business Federal Contract Program (WOSB Program), as set forth in Title 13, Part 127 of the Code of Federal Regulations (CFR).

Your certification is valid for three years from the date of this letter. Thereafter, your firm must undergo a full program examination every three years conducted by SBA or a third-party certifier to maintain certification. Instructions for maintaining WOSB Program certification are available at 13 CFR 127.400 and at <https://wosb.certify.sba.gov/>.

Your firm must immediately notify SBA of any material changes that could affect its eligibility in accordance with 13 CFR 127.401. This notification must be in writing and must be uploaded into the firm's profile in WOSB.Certify.sba.gov. Your firm must not misrepresent its WOSB Program certification status to any other party, including any local or State government contracting official or the Federal government or any of its contracting officials.

As a certified WOSB Program participant, there are valuable free resources available to you. These include:

- SBA Resource Partners: For general assistance on various topics, information on SBA programs, and upcoming small business events in your area. You can find your local resource partner by visiting: <https://www.sba.gov/tools/local-assistance>.

- WOSB Program website: For specific resources on Federal government contracting and the WOSB Federal Contract Program, please visit: <https://www.sba.gov/wosbready>.

As a certified participant in the WOSB Program, **you CAN** use the [WOSB Program Icon](#) on your business' website, business cards, social media profiles, and in your capability statements and proposal bids. However, **you CANNOT** use the digital icon to express or imply endorsement of any goods, services, entities, or individuals. Thus, **the digital icon CANNOT be used** on a company's letterhead, marketing materials or advertising, paid or public service announcements, in traditional or digital format. The following are instructions to access your digital icon:

1. Visit the following link: <https://www.sba.gov/brand/for-partners/resource-partners-grantees/>;
2. Under General Materials, click on "Decals and Web Icons";
3. The Icons should download on your computer; select "Open File"; and
4. Select/use only the Icon(s) that reflect the Program(s) in which you are currently certified

If you have general questions regarding the WOSB Program, you may submit them to the SBA via the help tab at <https://wosb.certify.sba.gov/help/> or check the SBA web site, www.sba.gov/wosbready.

Wishing you much success!

Sincerely,



Alisa Sheard
WOSB Federal Contract Program Director
Deputy Director, Office of Government Contracting

21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3

CHECKLIST

Please utilize this checklist to ensure that all required documents are included with your proposal. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “**NOT APPLICABLE**” AND SUBMIT WITH THE PROPOSAL. FAILURE TO SUBMIT **ALL REQUIRED DOCUMENTS** MAY NEGATIVELY IMPACT YOUR EVALUATION SCORE.

- ☒ Cover Sheet & Statement of Understanding
- ☒ Key Personnel
- ☒ References
- ☐ Project Related Experience and Qualifications
- ☒ Technical Proposal
- ☒ Attachment I: Instructions for Proposals Compliance and Submittal
- ☒ Attachment II: Certification of Offeror
- ☒ Attachment III: Certification Regarding Debarment
- ☒ Attachment IV: Restrictions on Lobbying
- ☒ Attachment V: Drug-Free Workplace Certification
- ☒ Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- ☒ Attachment VII: Certification of Fair Business Practices
- ☒ Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- ☒ Attachment IX: Historically Underutilized Businesses, Minority Or Women-Owned Or Disadvantaged Business Enterprises
- ☒ Attachment X: Federal and State of Texas Required Procurement Provisions
- ☒ Attachment XI: CIQ Form
- ☒ Exhibit 1: Categories Selected, Discounts for Pricing & Current Published Price List
- ☐ Exhibit 2: NOT APPLICABLE
- ☒ Exhibit 3: Service Area Designation Forms
- ☒ Exhibit 4: Questionnaire Incorporated within proposal

Respondent recognizes that all proposals must be submitted electronically through **PUBLICPURCHASE.COM** by the RFP due date and time. All other forms of submissions will be deemed nonresponsive and will not be opened or considered.

**ATTACHMENT I: INSTRUCTIONS
FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Compliance with the NCTCOG Standard Terms and Conditions

By signing its submission, Offeror acknowledges that it has read, understands and agrees to comply with the NCTCOG standard terms and conditions.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance must be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 2.2 - General Terms and Conditions.

TCI Group

Vendor Name

Bukunmi Awodele
Authorized Signature

Bukunmi Awodele
Typed Name

12/27/2024
Date

ATTACHMENT II: CERTIFICATIONS OF OFFEROR

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, Bukunmi Awodele (typed or printed name) certify that I am the TCI Group (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

**ATTACHMENT III: CERTIFICATION
REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

(Continued on next page)

**LOBBYING CERTIFICATION
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

The _____ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the _____ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

ATTACHMENT VI: DISCLOSURE OF CONFLICT OF INTEREST
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST

The undersigned certifies that, to the best of his or her knowledge or belief, that:

“No employee of the contractor, no member of the contractor’s governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents”.

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

ATTACHMENT VII: CERTIFICATION OF FAIR BUSINESS PRACTICES

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

**ATTACHMENT VIII: CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

✓

The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation):



Sole Proprietor



Partnership



Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

**ATTACHMENT IX: HISTORICALLY UNDERUTILIZED BUSINESSES,
MINORITY OR WOMEN-OWNED OR DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process.

NCTCOG recognizes the certifications of most agencies. HUB vendors must submit a copy of their certification for consideration during the evaluation of their proposal. Please attach the copy to this form. This applies only to the Offeror and not a subcontractor.

Texas vendors who are not currently certified are encouraged to contact either the Texas United Certification Program, State of Texas HUB Program, or the North Central Texas Regional Certification Agency, among others. Contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Texas United Certification Program
USDOT website at
<https://www.transportation.gov/DBE>

You must include a copy of your certification document as part of this solicitation to receive points in the evaluation.

Vendor to Sign Below to Attest to Validity of Certification:

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

**ATTACHMENT X: NCTCOG FEDERAL AND STATE OF TEXAS
REQUIRED PROCUREMENT PROVISIONS**

The following provisions are mandated by Federal and/or State of Texas law. Failure to certify to the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following will be ineligible for consideration of contract award.

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

12/27/2024

Typed Name

Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

Vendor Name

Authorized Signature

Typed Name

Date

(Continued on next page)

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries. TLGC chapter 2274, Subtitle F, Title 10, identifies that “discrimination against a firearm entity or firearm trade association” includes the following:

- A) means, with respect to the entity or association, to:
 - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
- B) An exception to this provision excludes the following:
 - I. contracts with a sole-source provider; or
 - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

12/27/2024

Typed Name

Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

Vendor Name

Authorized Signature

Typed Name

Date

(Continued on next page)
BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

☐ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.

TCI Group

Vendor Name

Bukunmi Awodele

Authorized Signature

Bukunmi Awodele

Typed Name

12/27/2024

Date

-OR-

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.

Vendor Name

Authorized Signature

Typed Name

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Bukunmi Awodele
Signature of vendor doing business with the governmental entity

12/27/2024

Date